

Job Vacancy

Receptionist / Administrative Support

- **Part-time permanent position at Box Hill office**
- **Tue, Wed & Fri, 9am to 5:30pm, 24 hrs/week**
- **Provide general administrative assistance and front-of-house reception services**

About the opportunity

CCSSC has an exciting opportunity for a Receptionist / Administrative Support to join our organisation. This position will be responsible delivering daily reception and administrative support to ensure the efficient and effective provision of office support services. Act as the primary contact for all enquiries, responding professionally and promptly via face-to-face interactions, telephone, email, and written correspondence. Provide administrative support to the Administrative Team as part of daily operations.

Key Responsibilities

- Meet and greet clients/visitors
- Answering and directing calls
- Actioning emails from a shared administrative inbox
- Assisting the Admin team with daily administrative tasks.
- Coordinating the management of organisation motor vehicles' usage, repair and maintenance.
- Managing and maintaining stock levels for office supplies, kitchens, and function rooms.
- Monitoring the meeting rooms booking, usage status and maintaining tidiness
- Distribute courier deliveries and open, date stamp, record and distribute incoming mail and faxes as required.
- Liaise with suppliers and other external providers as required.
- Assisting with the organisation of annual and special events

To be successful in this role you will need:

- Strong verbal communication skills in English, Cantonese, and Mandarin, as well as proficient written communication skills in English and Chinese, are essential for this role.
- Previous reception and/or administration experience is advantageous.
- Experience in Healthcare / Aged care setting is desired.
- Friendly and pleasant personality with great customer service and interpersonal skills

- Self-motivated with the ability to prioritise and organise, with attention to detail, and manage workload and time well when under pressure.
- Demonstrate intermediate to advanced level experience using Microsoft Office.
- Have a high attention to detail.
- Demonstrated ability to work collaboratively as an effective team member and respond flexibly to changes in work priorities, showing initiative and doing what is required to achieve team goals, and the ability to work independently.

Before starting work with us, you will need to undertake National police check and International police check if you have resided overseas for more than 12 months in the last 10 years.

We offer a competitive salary with salary packaging options to increase your take-home pay.

This position is classified under the Social & Community Services Award. Remuneration will be commensurate with qualifications and experience.

How to Apply:

Please submit your Resume and Cover Letter to careers@ccsci.org.au. For full application guidelines, please visit <https://ccssc.org.au/join-us/careers>.

Applications close on Tuesday, 12 May 2026.

Note: Short-listed applicants may be contacted for interviews before the closing date, and the position may be filled prior to the closing date if a suitable candidate is found.